

## ARCHERS Commitment Descriptions

ALL events are for the benefit of ARCHERS members only. Commitment must be fulfilled by June 1st to be in good standing with our group and maintain renewal status. Coordinators and helpers should reach out to each other to plan events. You can find a list of assignments under Membership Tab → Commitments. If your event requires an announcement to be sent out to the group, or a sign-up, please send to Liz Bailey [archersofgrace@gmail.com](mailto:archersofgrace@gmail.com) 45 days prior to your event. All payments for events will go through the group website via PayPal.

Commitment	Date	Description
<b>Annual Meeting Event Helper</b>	AUGUST	Help set up and clean up for the Annual Meeting. Other jobs may include checking in members, passing out information, and being available to assist the Steering Committee. Event takes place the end of Aug.
<b>Archers Care Ministry</b>	ALL YEAR	This team is dedicated to ministering through taking prayer requests, encouraging emails and facebook posts. Stay attentive to needs of families and have occasional morning treats and host a monthly or quarterly prayer time after class.
<b>Archers Golden Arrow Award Coordinator</b>	ALL YEAR	Collect nominations by teachers for students each semester to award each age group with recognition. Includes a treat for students and certificate.
<b>Art Fair Coordinator</b>	FEB-	<b>This is co-coordinated with the Science Fair.</b> The coordinator emcee's the event and creates certificates for participants. Requires an announcement out to the group as well as a sign-up.
<b>Art Fair Helper</b>	FEB	Responsible to help the coordinator plan and execute the Art Fair.
<b>Back-To-School Event</b>	FALL	The coordinator, along with the helpers will plan a family event. This event occurs in August/early September. Responsibilities include finding a suitable place for the event, advertising to the group, coordinating any other details. Requires an announcement out to the group as well as a sign-up.
<b>Back-To-School Helper</b>	FALL	Assists the coordinator to plan and execute the event.

<b>Background Check Coordinator</b>	ALL YEAR	Work with the Steering Committee and Friday Class Coordinators to keep background checks current for new and existing members. Confirm all parents and family members attending Friday Classes have their background checks completed and up to date with the group
<b>Christmas Event Coordinator</b>	DEC	Plan the Christmas event for the group. The coordinator is responsible for advertising to the group, planning the activities, coordinating food, and creating your own budget. This event occurs in the beginning to mid- December. Requires an announcement out to the group as well as a sign-up.

<b>Christmas Event Helper</b>	DEC	Help the coordinator plan and execute the Christmas event.
<b>Theatre Coordinator</b>	ALL YEAR	Responsibilities include organizing the attendance at the various Severance Hall school concerts throughout the year. Theatre responsibility includes organizing the participation of various school theatre presentations at Playhouse Square, the Cleveland Playhouse, or other local theatres. The coordinator must advertise, within the group, the available concerts/plays during the school year. Flyers may be created for this purpose. Turn in the money to the contact person and disseminate tickets, if necessary.
<b>Daddy/Daughter Dance Coordinator</b>	APRIL	responsibilities include, planning the dance for the group. The coordinator is responsible for advertising to the group, planning the activities, coordinating food, and creating a budget. This event occurs typically in SPRING. Requires an announcement out to the group as well as a sign-up
<b>Daddy Daughter Dance Helper</b>	APRIL	Responsible to help the coordinator plan and execute the Daddy Daughter Dance.
<b>Father/Son Event Coordinator</b>	FALL	Responsibilities include, planning the event, advertising to the group, planning the activities, coordinating food, and creating your own budget. Requires an announcement out to the group as well as a sign-up.
<b>Father/Son Helper</b>	Fall	Help coordinator plan and facilitate the event for father and sons.
<b>Field Trip Coordinator</b>	ALL YEAR	Requires managing all field trip organizers. Important to space out events, collecting correct information, and making sure to offer a variety of options for both younger and older students. This commitment is an ongoing responsibility for the school year.

<b>Field Trip Organizer</b>	ALL YEAR	Responsible to organize a field trip, advertising the field trip within the group, and being present during the field trip. submit idea and description to field trip coordinator well within 30 days out from your field trip. Your announcement and sign-up information go to the field trip coordinator. Please be cognizant of not repeating field trips. You will be assigned a specific month to host your field trip.
<b>Friday Class Coordinator</b>	ALL YEAR	Responsibilities include overseeing all facets of Friday classes. These include, securing teachers, class descriptions, organizing these classes electronically, scheduling students into classes, and overseeing the execution of Friday classes during the fall and winter session. Coordinator is also responsible for scheduling parents and substitutes.
<b>Friday Class Coordinator Helper</b>	ALL YEAR	Responsibilities include assisting the coordinator to ensure that Friday Classes run smoothly by arriving early, opening rooms and set ups, and serve as a point

		person for problem-solving on class days. Is committed to serve both semesters.
<b>Friday Class Worship Team</b>	ALL YEAR	Prepare and lead a worship song during Friday announcements. Includes coordinating music (instruments or recording) and preparing slides with lyrics (have loaded to the Google drive by 9pm the Thursday before Friday classes to be loaded into ProPresenter by the Friday Tech Helper).
<b>Friday Tech Helper</b>	ALL YEAR	Manage the sounds board, computer/slides, and microphones. Insert pre-made slides (photos, announcements, song lyrics) to ProPresenter and have them running by 9am each Friday. Teach others how to run the tech booth for other events outside of Friday classes
<b>Friday Class Announcement Slides</b>	ALL YEAR	Create slides for upcoming events, field trips, announcements, etc... for Friday morning slides. Once created the slides will need to be converted to jpegs and loaded to the Google drive by 9pm each Thursday before classes to be loaded into the program by the Friday Tech Helper for Friday morning slides.
<b>Geography/History Fair Coordinator</b>	NOV	The coordinator emcee's the event and creates certificates for participants. Requires an announcement out to the group as well as a sign-up.
<b>Geography/History Fair Helper</b>	NOV	Responsible to help the coordinator plan and execute the Geography/History Fair.

<b>Lego Olympics Coordinator</b>	JAN	Responsibilities include organizing this event, planning a theme, preparing certificates/prizes, and advertising this activity to the group. Will need to organize the competition and the judging for the event. This event happens in January during the day. Requires an announcement out to the group as well as a sign-up.
<b>Lego Olympics Helper</b>	JAN	Responsible to help the coordinator plan and execute the Lego Olympics.
<b>Make-A-Plate Coordinator</b>	OCT	Responsible to plan, advertise the event within the group, order the forms, and collect funds from participating families. The day of the event, the coordinator will facilitate families in preparing their forms by offering coloring options and template copies. At the conclusion of the day, forms and funds are submitted. Also, responsible to distribute all products ordered. Event takes place in October in order to have products back by Christmas. Requires an announcement out to the group as well as a sign-up.
<b>Middle School Event Coordinator</b>	ALL YEAR	Plan multiple events for the middle school age group during the school year. Coordinate with the teen event coordinator to facilitate events for both age groups

<b>Mom's Night Out Coordinator</b>	ALL YEAR	Responsibilities include setting up three events (fall, winter, spring) throughout the school year for the moms in our group. Christmas season is a fun time to plan something. These events are held in various places, and the coordinator is responsible for planning and executing the evenings. This should be a way for Archers' moms to connect in a "fun" environment. Examples may include: bowling, dinner, painting or glass blowing, movie, mini golf, theatre, etc.
<b>Mother/Son Event Coordinator</b>	SPRING	Responsibilities include, planning the event, advertising to the group, planning the activities, coordinating food, and creating your own budget. This event occurs in the fall. Requires an announcement out to the group as well as a sign-up.
<b>Mother/Son Event helper</b>	SPRING	Responsible to help the coordinator plan and execute the mother/son event.
<b>Mother/Daughter Event Coordinator</b>	FALL	Responsibilities include, planning the event, advertising to the group, planning the activities, coordinating food, and creating your own budget. This event occurs in the spring. Requires an announcement out to the group as well as a sign-up.
<b>Mother/Daughter Event Helper</b>	FALL	Responsible to help the coordinator plan and execute the mother/daughter event.

<b>New Member Picnic Helper</b>	August	Responsibilities to help organize and execute the New Member picnic. Helps with welcoming our new members. Jobs can include invitations, coordinates food, and arranges activities. The event occurs on a weekend day in August before the Annual Meeting.
<b>Photo Manager</b>	All Year	Organize folders and photos on the Archers Google Drive, create slides with pictures of events/classes from the previous two weeks for Friday slides (convert to jpeg and load to Google drive by 9pm each Thursday before classes to be loaded in to the program by the Friday Tech Helper for Friday morning slides), instruct others how to upload photos to the Google Drive for yearbook and slides.
<b>Presidential Fitness Coordinator</b>	MAY	Responsibilities include overseeing this activity as the participants try to achieve progressive levels of fitness that coordinate with the President's levels of achievement. Students achieve awards by performing to a national standard in 5 different activities. The coordinator advertises the event within the group, disseminates appropriate awards at the conclusion of the event. PFC runs 4 Fridays in May. Utilizes parents of students participating in PFC to assist with timing, counting etc.
<b>Presidential Fitness Helper</b>	May	Responsible to help the coordinator plan and execute the Presidential Fitness.
<b>Safety Team</b>	All Year	Organize and facilitate our safety team by following our SOP (Standard Operating Procedures) Includes implementing fire safety drill and lockdown drills throughout the Archers Friday classes. Communicate with Archers leadership and meet with the team once a semester.
<b>Science Fair Coordinator</b>	FEB	<b>This is co-coordinated with the Art Fair.</b> The coordinator emcee's the event and creates certificates for participants. Requires an announcement out to the group as well as a sign-up. This event takes place in Spring.
<b>Science Fair Helper</b>	FEB	Responsible to help the coordinator plan and execute the Science Fair.

		by the children in the group. Responsible to create an announcement out to the group as well as a sign-up
<b>Spelling Bee Coordinator</b>	MAR	Responsibilities include advertising well in advance of the event and acting as emcee for the event. The coordinator also gives ribbons and certificates to participants. This event occurs in March. Requires an announcement out to the group as well as a sign-up

<b>Spelling Bee Helper</b>	MAR	Responsible to help the coordinator plan and execute the Spelling Bee
<b>Swim Days Coordinator</b>	ALL YEAR	Plan a minimum of 3 swim days at the Middleburg recreation center. Responsibilities include setting up dates with the rec center, advertising to the group, coordinating sign ups and attending all 3 swim days.
<b>Talent Show Coordinator</b>	APR	Responsibilities include advertising well in advance of the event and acting as emcee for the event. The coordinator also gives ribbons and certificates to participants. Requires an announcement & sign up out to the group
<b>Teen Activity Coordinator</b>	ALL YEAR	Responsible to plan, advertise, and execute activities for the teens. Minimum of three events are to be planned for the teens. One in the fall, one in the winter, and one in the spring. Requires an announcement out to the group as well as a sign-up
<b>Teen Activity Helper</b>	ALL YEAR	Responsible to help coordinator plan and execute teen Events.
<b>Valentine Event Coordinator</b>	FEB	Responsibilities include planning the event, for advertising to the group, planning the activities, coordinating food, and creating your own budget. Requires an announcement out to the group as well as a sign-up.
<b>Valentine Event Helper</b>	FEB	Responsible to help plan and execute the Valentine Event.
<b>Yearbook Coordinator</b>	ALL YEAR	Responsibilities include coordinating a picture day for individual pictures along with a retake day. The coordinator will create a yearbook of ARCHERS students/families, this role also has the responsibility to work with a printer/publisher that will print a yearbook for our group. Collect orders for the yearbook and hand out yearbooks.
<b>Yearbook Helper</b>	All Year	Responsible to help plan, design and execute the group Yearbook.
<b>Year-End Event Coordinator</b>	JUNE	The coordinator, along with the helpers will plan a family event. This event occurs in the beginning of June. Responsibilities include finding a suitable place for the event, advertising to the group, coordinating any other details. Requires an announcement out to the group as well as a sign-up.
<b>Year-End Event Helper</b>	JUNE	Help the Coordinator plan the event for the end of the year.

Other Options that have been done in the past. If you feel led to lead one of these events, please feel free to share your thoughts with the Group Director.

- Oral presentations
- Model UN
- Career night
- Drama Club
- Student council